

SWSS Escape MODULE (DRAFT)

1 September 2005

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SWSS Project USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

The purpose of this User Requirements' document is to describe the information and processes currently supported in the Juvenile Justice Information System (JJIS) for notification of youth escapes and apprehensions and summary reports while the youth receive treatment and detention services in DHS residential facilities. When a youth escapes from a residential facility, relevant youth information is collected and compiled into a notice of escape by the facility management. The notice of escape not only provides a record of the escape, but also causes transmittal of email notifications which prompt appropriate staff to access JJIS to review the notice of escape. In doing so, the escape notice augments telephone notification of escape made by the facility to BJJ management and appropriate public and private entities. When the youth is apprehended, the apprehension section of the notice of escape is completed which again causes transmittal of email notifications.

1.2 Target Audience

This module will be used primarily by residential facility, child care agency, and DHS/BJJ staff.

The following personnel may also be interested:

- DHS Help Desk personnel
- Zone Children's Services Specialist
- Bureau of Juvenile Justice Residential and Field Policy Staff
- BJJ Residential Staff
- Juvenile Justice residential trainers
- Private Agencies
- Detention Facility Staff
- Court Probation Staff

1.3 Approval Process and Signatures

There will be a formal approval process. The following key functional area experts, policy staff, and DIT and DHS management are asked to approve the definition of this function by their signature and date.

Jeff Wenzel, Maxey Clinical Services/DOJ Compliance

Jeff Meaton, BJJ Residential Policy Analyst

Gwendolyn Dobrowolski, Field Policy Analyst

Joe Jerome, BJJ Quality Assurance

Mary Jenkins

Mary Somma, Foster Care Policy Analyst

Mary Chaliman, Foster Care Program Manager

Mary Ann Jensen, Child & Family Services Consultant

Merry Perkins, Juvenile Justice Information Unit

Alice Leininger, DIT

Kurt Warner, BJJ Fiscal & Technology Director

Carol Brooks, BJJ Education, Policy and Assignment Director

Mary Mehrens, Director, Child Protective Services and Foster Care

Vicki Weller, DIT

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Final or executive sign off required from:

Leonard Dixon, BJJ Director

Pratin Trevidi, Fiscal/Project Services

Jim Nye, Deputy Director Field Operations

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Laura Champagne, Chief Deputy Director Department of Human Services

2 MODULE NARRATIVE.

While youth in residential facilities should remain under positive custody at all times, youth may escape, either from the facility or from situations that occur outside the facility (for example during transport to court or while on a Leave of Absence). In order to document these escapes including notice of escape and notice of apprehension, and provide reports of youth in escape and apprehension status, there is an Escape Module in JJIS. For all Michigan counties other than Wayne County, the Escape Module consists of a Notice of Escape and a Notice of Apprehension which are linked to summary reports and an email notification system

Wayne County is unique in that it includes an organization called the Warrant Enforcement Bureau (WEB) which is involved in several different aspects of juvenile justice management and notification within Wayne County. WEB areas include Escape, Arrest, Warrant for Employee, Furlough, and Death. When escape is involved, WEB will also issue an Unauthorized Leave Notification. Currently Wayne County staff must do the following to document an escape for a DHS/BJJ youth:

- Complete Notice of Escape
- Complete WEB Notice for Escape
- Complete Unauthorized Leave Notification

In cases where the youth is not a DHS/BJJ youth, Wayne County staff would complete the WEB Notice of Escape and the Unauthorized Leave Notification.

3 NAVIGATION FLOW

3.1 Screen Interaction

The Escape Module's primary screen is the Notice of Escape Screen which is completed when an escape is detected. Escape from the facility includes cases where the youth escapes from staff custody while off-grounds and cases where the youth fails to return to custody at the appropriate time. Completion of the Notice of Escape Screen also sends a notification email link to appropriate staff. When the staff selects this link within their email application (DHS uses Groupwise), they are prompted to access JJIS. When JJIS is accessed, the Notice of Escape Screen opens for review. Completion of the Notice of Escape Screen also sends record information for use in building Escape Reports.

Appropriate staff for escape notification consist of personnel identified by DHS/BJJ leadership. The staff notification list is maintained in a table within JJIS by the JJIS Help Desk staff. Table contents are revised using table maintenance.

While the youth remains in an escape status, if new information becomes available, it is entered into the Notice of Escape screen. Currently, each modification sends an additional email notification link each time that the Notice of Escape screen is saved. It is desirable that this additional information be identified as an update to a youth escape notification and not a separate escape.

When the youth is apprehended, the Apprehension Section of the Notice of Escape screen is completed. Completing this section sends an apprehension email link to appropriate staff (same as the list of staff that are notified). When the staff selects this link within their email application (DHS uses Groupwise), they are prompted to access JJIS. When JJIS is accessed, the Notice of Escape Screen opens for review. Completion of the Notice of Escape Screen also sends record information for use in Building Escape Reports.

Wayne County makes use of an organization called the Warrant Enforcement Bureau (WEB). The Wayne WEB performs escape notifications along with other functions accessed through the WEB Notification Screen. Use of this screen is limited to Wayne County.

To access the Escape Notification Screen, proceed as follows:

Enter JJIS and select “Select Client” from the JJIS Quick Navigator.

Search for and select the client (youth) who is involved. This is done using standard JJIS client search practice which involves entering search criteria and selecting the desired client from the search results.

Selecting the client causes a list (menu) of client forms to appear.

Select Notice of Escape from the Incident and Escape Forms. A page with previous Notice of Escapes and two pushbuttons will appear. The two blue pushbuttons at the top of the page will be labeled as “Create New” and “Copy Existing”.

Caution: If previous Notices of Escape exist for the youth, ensure the youth has been apprehended. Youth cannot escape while in escape status.

Caution: If previous Notices of Escape exist and the youth is apprehended (in custody status), use of the “Copy Existing” pushbutton may achieve desired results but will generally require extensive and time-consuming editing. Absent clear and compelling reasons to do so, avoid use of the “Copy Existing” pushbutton and use the “Create New” pushbutton instead, even when previous Notices of Escape are present.

Caution: If any form associated with the Escape Module is created in error, stop and contact the JJIS Help Desk for help in deleting the form. **Saving incorrect or undesired forms will result in sending a Notice of Escape.**

Enter data into the Notice of Escape Screen. When data entry is complete, select Save.

Caution: Do not sign a Notice of Escape as it will lock the form and prevent any further edits or entries. Only sign a Notice of Escape if the youth has been apprehended, all data is correctly entered, and no further editing is planned.

Note: The Notice of Escape may be printed for distribution; however, the Screen cannot be electronically mailed or transferred as an attachment.

Note: The Notice of Escape Screen/Form may be saved without signature. The Notice of Escape Screen/Form can be signature locked once the youth has been apprehended and no further changes to information on the form are required. Once signed, the Screen/Form is locked and cannot be edited. **When any save occurs, an email Notice of Escape is sent to each of the persons on the notification list.**

Note: Where the term WEB is used in the following context, it refers to the Wayne County Warrant Enforcement Bureau and not to the world-wide web/Internet.

To access the Warrant Enforcement Bureau (WEB) Notification:

Enter JJIS and select “Select Client” from the JJIS Quick Navigator.

Search for and select the client (youth) who is involved. This is done using standard JJIS client search practice which involves entering search criteria and selecting the desired client from the search results.

Selecting the client causes a list (menu) of client forms to appear.

Select WEB Notification from the Incident and Escape Forms. A page with previous WEB Notification and two pushbuttons will appear. The two blue pushbuttons at the top of the page will be “Create New” and “Copy Existing”.

Caution: If previous WEB Notifications exist, use of the “Copy Existing” pushbutton may achieve desired results but will generally require extensive and time-consuming editing. Absent clear and compelling reasons to do so, avoid use of “Copy Existing” and use “Create New” instead, even when previous WEB Notifications are present.

Caution: If a form is created in error, stop and contact the JJIS Help Desk for help in deleting the form.

Enter data into the WEB Notification Screen. If the notification is for an escape, click on the link to enter an Unauthorized Leave Notification. If notification is not for an escape, complete the appropriate section of the WEB Notification (Youth Arrest, Warrant Issued for Employee, Youth on Furlough, Youth Death).

When the Unauthorized Leave Notification displays, the screen will display the two blue pushbuttons “Create New” or “Copy Existing”.

Caution: If previous Unauthorized Leave Notifications exist, use of the “Copy Existing” pushbutton may achieve desired results but will generally require extensive and time-consuming editing. Absent clear and compelling reasons to do so, avoid use of the “Copy Existing” pushbutton and use the “Create New” pushbutton instead, even when previous Unauthorized Leave Notifications are present.

Enter data for the Unauthorized Leave Notification including clicking to add Court Information in section A of the Risk Assessment.

Once the Unauthorized Leave Notification is complete, save the form.

Caution: Once a WEB Notification is “Signed”, it is locked cannot be edited. By clicking the Save button, the user will send automated e-mail notifications to the appropriate agencies.

When data entry is complete for the WEB Notification, select Save.

3.2 System Flow.

For this module, there are module features and functionality common to all DHS/BJJ users and additional features that are relevant only to the Wayne County users. Wayne County DHS youth are expected to be processed using the common functionality and with the Wayne County functionality. This module makes use of the youth/child demographic already available in JJISo autopopulate data in various fields within the forms of the module.

Note: Wayne County originally purchased a child care information system from Globalvision Technologies (GVT) based on GVT’s product called FAMCARE. This system was Juvenile Automated Information System (JAIS). DHS/BJJ purchased a separate system from GVT that incorporated additional different requirements from JAIS. This system was Juvenile Justice Online Technology (JJOLT). While JAIS and JJOLT both remain in use, are both contracted to GVT, and were developed from a common core found in FAMCARE, the systems do not have a direct interface. For this document, JJOLT and JJIS are used interchangeably.

System Flow assumes that the initial notification of escape is by voice and/or telephone. Because not all appropriate personnel have access to JJIS or some may not be currently logged into the application, telephone provides the necessary coverage and speed and is the required first means of notification. Notification via JJIS provides hard copy documentation to backup the initial report, provides references information, and feeds various aggregate reports associated with escape.

When an escape occurs, designated staff log into JJOLT and access the Notice of Escape Screen via the Client Select menu item in the JJIS Quick Navigator. Staff complete the Notice of Escape by saving the screen. The save sends a notification link via email to appropriate staff. Should relevant information be obtained while the youth remains in escape status, updated information is entered via the Notice of Escape Screen and the form is again saved to send an updated notification . When the youth is apprehended, staff open the Notice of Escape Screen and complete the Apprehension Section. The completed Notice of Escape (now with a completed Apprehension Section), when saved, again sends a notification link which prompts the receiver to access JJIS to review the Apprehension Screen. As Notices of Escape and Apprehension are sent, they also create a record which will be used in compilation of the Escape Report.

For Wayne County, the Warrant Enforcement Bureau (WEB) Notification (Unauthorized Leave Notification) is completed in addition to the Escape Notification. The Escape Module receives information from the Child Module and provides information to the Facility Escape Report and the BJJ Central Office Escape Report.

4. REQUIREMENTS LIST

Note: Items ending with a star *, are items that are already in SWSS

MODULE REQUIREMENTS:

ESC-1 There should be an escape notification screen.

ESC-2 There should be an escape apprehension screen. The apprehension screen may be on the same screen as the escape notification screen or it may be a separate screen. However, there should be linkage between screens so that youth who are apprehended are removed from escape status.

ESC-3 There should be an electronic email sent to appropriate staff that a youth has escaped. The list of appropriate staff for notification should be editable to allow adding and deleting staff by appropriate staff.

ESC-4 There should be an electronic email notice sent to appropriate staff that an escaped youth has been apprehended.

ESC-5 There should be summary reports for the facility and agency that identify youth who have escaped, youth who remain in an escape status, and youth who have been returned to the facility

ESC-6 Escape notification and apprehension screens should be printable.

Note: Within Michigan, juveniles may be supervised as a Abuse/Neglect Ward (A/N) or as a Delinquency Ward (JJ).

When a A/N youth is not where he/she is supposed to be, this is termed Absent Without Leave (AWOL). When a JJ youth is not where he/she is supposed to be, this is called Escape. When the youth is dual coded for A/N and JJ, the JJ takes precedence and the youth is in Escape status.

ESC-1.1 Escape Notification

ESC-1.1.1 Date of Notice*

ESC-1.1.2 Date of Escape*

ESC-1.1.3 Time of Escape

ESC-1.1.4 Youth first name*

ESC-1.1.5 Youth middle name*

ESC-1.1.6 Youth last name*

ESC-1.1.7 Youth JJOLT number

ESC-1.1.8 Youth Photograph*

ESC-1.1.9 Facility with Custody Prior to Escape*

ESC-1.1.10 Circumstances of Escape (List includes: Court, Medical Appointment, Home Visit, Field Trip, Work Assignment, Hospital Stay, Campus, Education, Other)

ESC-1.1.11 First Name of Law Enforcement Agent Contacted to Take Escape Report

ESC-1.1.12 Last Name of Law Enforcement Agent Contacted to Take Escape Report

ESC-1.1.13 Date of Contact with Law Enforcement Agent

ESC-1.1.14 Time of Contact with Law Enforcement Agent

ESC-1.1.15 First Name of Person Making Contact with Law Enforcement Agent

ESC-1.1.16 Last Name of Person Making Contact with Law Enforcement Agent

ESC-1.1.17 Additional narrative information

ESC-1.1.18 Offense Code for Youth's Highest Adjudicated Offense (this must include provisions for both the three digit DHS Offense Codes and the offense codes from the Prosecuting Attorney Coordinating Council/Prosecuting Attorney's Association of Michigan (PAAC/PAAM)).

ESC-1.18.1 DHS Three Digit DHS Offense Code

ESC-1.18.2 DHS Offense Code Descriptive Title

ESC-1.18.3 PAAC/PAAM Numeric Offense Code

ESC-1.18.4 PAAC/PAAM Offense Code Descriptive Title

ESC-1.1.19 Physical Description

ESC-1.1.19.1 Date of Birth*

ESC-1.1.19.2 City of Birth

ESC-1.1.19.3 State of Birth

ESC-1.1.19.4 County of Birth

ESC-1.1.19.5 SSN*

ESC-1.1.19.6 Height*

ESC-1.1.19.7 Weight*

ESC-1.1.19.8 Sex*

ESC-1.1.19.9 Race*

ESC-1.1.19.10 Hair Color*

ESC-1.1.19.11 Eye Color*

ESC-1.1.19.12 Clothing description at time of escape

ESC-1.1.20 Notifications of Parent/Guardian

ESC-1.1.20.1 First Name (each entry)*

ESC-1.1.20.2 Last Name (each entry)*

ESC-1.1.20.3 Relationship (each entry)*(BP=Biological Parent (BM or BF, BS=Son, CL=Client, CLE=Clergy, CM=Case Manager, CN=Counselor, DP=Deceased Parent, FC=Foster Child, FP=Foster Parent, FrA=Friend-Adult, FrC=Friend-Child, FS=Facility Staff, GC=Grandchild, GP=Grandparent, HS=Half sibling, IW=Intake Worker, JC=Judge for client, LG=Legal Guardian, NE=Niece, NN=Nephew, PA=Prosecuting Attorney, PAT=Patient, PO=Probation Officer,

PRO=Provider, SB=Sister, SC=Stepchild, SP=Step parent, SS=Step Sibling, Sel=Self, STU=Student, SUR=Surrogate,
TEA=Teacher, TH=Therapist, U=Uncle, V=Victim

ESC-1.1.20.4 Parent (Yes/No) (each entry)*

ESC-1.1.20.5 Legal Guardian (Yes/No) (each entry)*

ESC-1.1.20.6 Parental Rights Terminated (Yes/No) (each entry)*

ESC-1.1.20.7 Emergency Contact (Yes/No) (each entry)*

ESC-1.1.20.8 Contact Phone number (Home) (each entry)*

ESC-1.1.20.9 Cell Phone number (each entry)*

ESC-1.1.20.10 Contact Phone number (Work) (each entry)

ESC-1.1.20.11 Address (each entry)*

ESC-1.1.21.1 City of Youth Residence Police Department Name

ESC-1.1.21.2 Name of Admitting Police Department

ESC-1.1.22.1 Other Email Notifications checkbox

ESC-1.1.22.2 Other Email Notifications (SWSS includes one notification from Central Office to County Office; need provision for to 4 more email notifications separated by semicolon).

ESC-1.1.23 Apprehension Information

ESC-1.1.23.1 Date Apprehended*

ESC-1.1.23.2 Time Apprehended

ESC-1.1.23.3 City of Apprehension

ESC-1.1.23.4 State of Apprehension

ESC-1.1.23.5 Other remarks for location of Apprehension

ESC-1.1.23.6 Youth Returned to*

ESC-1.1.23.7 Youth Returned by First Name

ESC-1.1.23.8 Youth Returned by Last Name

ESC-1.1.23.9 Youth Returned by Title

ESC-1.1.23.10 Youth Returned by Organization (Name)

ESC-1.1.23.11 Date Returned

ESC-1.1.23.12 Time Returned

ESC-1.1.23.13 Remarks on return

ESC-1.1.24 Wayne County Warrant Enforcement Bureau (WEB) Notification)

ESC-1.1.24.1 WEB Notification Youth First Name*

ESC-1.1.24.2 WEB Notification Youth Last Name*

ESC-1.1.24.3 WEB Notification Youth FAMCare Number

ESC-1.1.24.4 WEB Notification File Number

ESC-1.1.24.5 WEB Notification Provider

ESC-1.1.24.6 WEB Notification Care Management Organization (CMO)

ESC-1.1.24.7 WEB Notification Notification Type (Options are: Arrested, Death, Escape, Furlough, Warrant for Employee) Click to enter Unauthorized Leave Notification

ESC-1.1.24.7 WEB Notification For Escape

Comment: This notice is electronically transmitted to the Wayne County Sheriff's Office, the Wayne County Warrant Enforcement Bureau (WEB), and the youth's Care Management Organization (CMO).

ESC-1.1.24.7.1 WEB Notice Notification Type Escape, Time of Escape

ESC-1.1.24.7.2 WEB Notice Notification Type Escape, Date of Escape

ESC-1.1.24.7.3 WEB Notice Notification Type Escape Juvenile Arrested Checkbox

ESC-1.1.24.7.4 WEB Notice Notification Type Escape Juvenile Arrested Date
ESC-1.1.24.7.5 WEB Notice Notification Type Escape Juvenile Arrested Current Location
ESC-1.1.24.7.6 WEB Notice Notification Type Escape Juvenile Returned to Placement Checkbox
ESC-1.1.24.7.7 WEB Notice Notification Type Escape Juvenile Returned to Placement Date
ESC-1.1.24.7.8 WEB Notice Notification Type Escape Juvenile Current Placement
ESC-1.1.24.8 WEB Notice for Arrest
ESC-1.1.24.8.1 WEB Notice Notification Type Arrest, Current Youth Location
ESC-1.1.24.8.2 WEB Notice Notification Type Arrest, Address of this Location
ESC-1.1.24.8.3 WEB Notice Notification Type Arrest, As of Date
ESC-1.1.24.8.4 WEB Notice Notification Type Arrest, As of Time
ESC-1.1.24.8.5 WEB Notice Notification Type Arrest, Click to Add New Charge
ESC-1.1.24.8.6 WEB Notice Notification Type Arrest, Click here to View Offense Information
ESC-1.1.24.9 WEB Notice for Warrant for Employee
ESC-1.1.24.9.1 WEB Notice Notification Warrant for Employee Agency Name
ESC-1.1.24.9.2 WEB Notice Notification Warrant for Employee Agency Address
ESC-1.1.24.9.3 WEB Notice Notification Warrant for Employee Name
ESC-1.1.24.9.4 WEB Notice Notification Warrant for Employee, Employee Position
ESC-1.1.24.9.5 WEB Notice Notification Warrant for Employee Warrant Date
ESC-1.1.24.9.6 WEB Notice Notification Warrant for Employee Charge

ESC-1.1.24.10 WEB Notice for Furlough

ESC-1.1.24.10.1 WEB Notice Notification Furlough Temporary Custodian

ESC-1.1.24.10.2 WEB Notice Notification Furlough Relationship)*(Adopted Child=AC, Adoptive Parent= AP, Adoptive Sibling=AS, Attorney for Mother=AM, Attorney for Father=AF, Attorney for Client=AFC, Assailant=AT, BP=Biological Parent (BM or BF, BS=Son, Brother=BB, Cousin (female)=BCF, Cousin (male)=BCM, CL=Client, CLE=Clergy, CM=Case Manager, CN=Counselor, DP=Deceased Parent, FC=Foster Child, FP=Foster Parent, FrA=Friend-Adult, FrC=Friend-Child, FS=Facility Staff, GC=Grandchild, GP=Grandparent, HS=Half sibling, IW=Intake Worker, JC=Judge for client, LG=Legal Guardian, NE=Niece, NN=Nephew, Other=57, PA=Prosecuting Attorney, PAR=Parishioner, PAT=Patient, PO=Probation Officer, PRO=Provider, SB=Sister, SC=Stepchild, SP=Step parent, SS=Step Sibling, Sel=Self, STU=Student, SUR=Surrogate, TEA=Teacher, TH=Therapist, U=Uncle, Vic=Victim

ESC-1.1.24.10.3 WEB Notice Notification Furlough Address of furlough

ESC-1.1.24.10.4 WEB Notice Notification Furlough Begin Date

ESC-1.1.24.10.4 WEB Notice Notification Furlough End Date

ESC-1.1.24.11 WEB Notice for Death

ESC-1.1.24.11.1 WEB Notice Notification Death Date of Death

ESC-1.1.24.11.1 WEB Notice Notification Death Location of Death

ESC-1.1.24.11.1 WEB Notice Notification Death Presumed Cause of Death

ESC-1.1.24.12 WEB Escape Unauthorized Leave Notification

ESC-1.1.24.12.1 WEB Escape Unauthorized Leave Notification Juvenile Name

ESC-1.1.24.12.2 WEB Escape Unauthorized Leave Notification Other Identifying Features (Scars/Tattoos)

ESC-1.1.24.12.3 WEB Escape Unauthorized Leave Notification Other Identifying Features (Clothing etc).

ESC-1.1.24.12.4 WEB Escape Unauthorized Leave Notification Date of Birth/Age

ESC-1.1.24.12.5 WEB Escape Unauthorized Leave Notification Social Security Number

ESC-1.1.24.12.6 WEB Escape Unauthorized Leave Notification Hair Color

ESC-1.1.24.12.7 WEB Escape Unauthorized Leave Notification Eye Color

ESC-1.1.24.12.8 WEB Escape Unauthorized Leave Notification Height

ESC-1.1.24.12.9 WEB Escape Unauthorized Leave Notification Weight

ESC-1.1.24.12.10 WEB Escape Unauthorized Leave Notification Race

ESC-1.1.24.12.11 WEB Escape Unauthorized Leave Notification Sex

ESC-1.1.24.12.12 WEB Escape Unauthorized Leave Notification Court Case #

ESC-1.1.24.12.13 WEB Escape Unauthorized Leave Notification Court ID#

ESC-1.1.24.12.14 WEB Escape Unauthorized Leave Notification CMO Number

ESC-1.1.24.12.15 WEB Escape Unauthorized Leave Notification Risk Assessment A. Juvenile is a serious risk to the community; list serious offenses and dates, click to access court information.

ESC-1.1.24.12.16 WEB Escape Unauthorized Leave Notification Risk Assessment B.

ESC-1.1.24.12.17 WEB Escape Unauthorized Leave Notification Risk Assessment C.

ESC-1.1.24.12.18 WEB Escape Unauthorized Leave Notification Risk Assessment D.

ESC-1.1.24.12.18 WEB Escape Unauthorized Leave Notification Risk Assessment E

ESC-1.1.24.12.19.1 WEB Escape Unauthorized Leave Notification Youth May Have Escaped to Parent's Home

ESC-1.1.24.12.19.2 WEB Escape Unauthorized Leave Notification Youth May Have Escaped to Other
ESC-1.1.24.12.19.3 WEB Escape Unauthorized Leave Notification Youth May Have Escaped to Explain
ESC-1.1.24.12.20 WEB Escape Unauthorized Leave Notification Name
ESC-1.1.24.12.21 WEB Escape Unauthorized Leave Notification Relationship
ESC-1.1.24.12.22 WEB Escape Unauthorized Leave Notification Telephone Multi
ESC-1.1.24.12.23 WEB Escape Unauthorized Leave Notification Phone Number
ESC-1.1.24.12.24 WEB Escape Unauthorized Leave Notification Address
ESC-1.1.24.13.1 WEB Escape Unauthorized Leave Notification Contact Name
ESC-1.1.24.13.2 WEB Escape Unauthorized Leave Notification Contact Relation Type
ESC-1.1.24.13.3 WEB Escape Unauthorized Leave Notification Contact Parent Yes/No
ESC-1.1.24.13.4 WEB Escape Unauthorized Leave Notification Contact Legal Guardian Yes/No
ESC-1.1.24.13.5 WEB Escape Unauthorized Leave Notification Contact Domicile Yes/No
ESC-1.1.24.13.6 WEB Escape Unauthorized Leave Notification Contact Parental Rights Terminated Yes/No
ESC-1.1.24.13.7 WEB Escape Unauthorized Leave Notification Contact Emergency Contact Yes/No
ESC-1.1.24.13.8 WEB Escape Unauthorized Leave Notification Contact Phone Number
ESC-1.1.24.13.9 WEB Escape Unauthorized Leave Notification Contact Address
ESC-1.1.24.13.10 WEB Escape Unauthorized Leave Notification Contact TBD
ESC-1.1.24.14 Date Notified of Escape
ESC-1.1.24.15 Name of Placement Agency is missing from
ESC-1.1.24.16 Agency phone
ESC-1.1.24.17 Placement agency worker's name
ESC-1.1.24.18 Date DCJ Contacted

ESC-1.1.24.19 Time DCJ Contacted

ESC-1.1.24.20 Date Form Mailed

ESC-1.1.24.21 Steps taken by agency worker to locate youth and events that led to escape status.

ESC-1.1.24.22 Name of Reporting Person

ESC-1.1.24.23 Last ongoing actions and dates taken to locate missing youth (CMO Worker)

ESC-1.1.24.24.1 CMO Worker Name (CMO Worker Section)

ESC-1.1.24.24.2 CMO Worker Phone (CMO Worker Section)

ESC-1.1.24.24.3 Name of Law Enforcement Agency Notified (CMO Worker Section)

ESC-1.1.24.24.4 Date Law Enforcement Agency Notified (CMO Worker Section)

ESC-1.1.24.24.5 Time Law Enforcement Agency Notified (CMO Worker Section)

ESC-1.1.24.24.6 Police Missing Number (CMO Worker Section)

ESC-1.1.24.24.7 Police Teletype Number (CMO Worker Section)

ESC-1.1.24.24.8 Ward entered on LEIN Yes/No (CMO Worker Section)

ESC-1.1.24.24.9 LEIN Code Use 8100 or 0029 (CMO Worker Section)

ESC-1.1.24.24.10 All involved parties have been notified that youth has been found Yes/No (CMO Worker Section)

ESC-1.1.24.24.11 Apprehension Date (CMO Worker Section)

ESC-1.1.24.24.12 Current Placement (CMO Worker Section)

ESC-1.1.24.25 Signature for the Form

ESC-1.1.25.1.1 Victim Notification Required*

ESC-1.1.25.1.2 Victim Notification Complete

ESC-1.1.26.1 Special Instructions for LEIN Entry (Comments, remarks including curfew, location, etc.)

ESC-1.1.27.1 Case Manager Staff Code (This is a numerical code for the case manager similar to a load number).

ESC-1.1.29 Signature for the Form

Comment: When JJOLT requires an electronic signature to save a screen/form, the user must enter their system password to complete the save. When the password is entered, the screen/form will be annotated by the system to reflect saving of the form by the user with a date/time mark for the save.

Comment: Signing this form causes an email to be sent to the Child Locating Service who sends a verification of transmission email back to the Warrant Enforcement Bureau (WEB).

ESC-1 DATA EDITING REQUIREMENTS:

ESC-1.1 For an escape to occur, youth must be a A/N/JJ Dual ward or a JJ Ward (A/N wards can only AWOL and cannot escape.)

ESC-1.2 For each escape, date of the Notice of Escape must be present date or earlier.

ESC-1.3 For each escape, date of the Notice of Escape same or later than date of the escape

ESC-1.4 For each escape, the date of escape must be the same or later than the date of placement at the facility.

ESC-1.5 For each escape, date of escape must be same or earlier than the date of apprehension.

ESC-1.6 For each escape, date of apprehension must be same at or later than the date of escape.

ESC-1.7 For each escape, the youth cannot already be in an escape status (there is only a maximum of one active escape at one time).

ESC-1.8 For each apprehension, Date Returned must be same or later than date of apprehension.

ESC-1.9 For each apprehension, Date Returned must be current date or earlier date.

ESC-1.10 For each WEB notification, the notification date must be at or after the date of placement.

ESC-1.11 For each WEB notification, the notification date cannot be in the future.

ESC-1.12 For each unauthorized leave notification, date of unauthorized leave notice must be at or later than date of placement.

ESC-1.13 When an escape notice is initially saved, the initial save will cause a notification email to be sent. For each subsequent edit save, the notification will need to be annotated as an update of a previous escape notification. When the notice of apprehension is saved, this notice will need to be annotated as a notice of apprehension. Only the initial notice of escape and apprehension should be applied to reporting requirements.

ESC-2 OUT-OF-MODULE REQUIREMENTS:

ESC-2.1 Demographic and child information from Child Module must be entered prior to escape occurring

ESC-2.2 Placement information from Placement Module must be entered prior to escape occurring

ESC-2.3 Detention records must be entered prior to escape information.

ESC-2.4 When a youth escapes or is apprehended and returned to the facility, this information needs to feed back into the chargeback module to assume charges for services are properly charged.

ESC-3 OUTPUT REQUIREMENTS:

ESC-3.1 Facility escape report for escapes within a date range set by the user.

BJJ Escape Central Office Detail-Reports based on user set date range for escape and return information. Reports the following fields

Escape Date, Escapee Last Name, Escapee First Name, Facility, Offense Code, Time, Circumstances

Return Date, Return Time, Return to, Days in Escape Status

5 EXAMPLE OUTPUT

6 DATA ELEMENT DESCRIPTIONS

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|--|--|---------------------------------------|-------------|--------------------------------------|
| Date of Notice | Date the escape notice is being created (mm/dd/yyyy) | Numeric 10 | Required | | E |
| Date of Escape | Date escape occurred (mm/dd/yyyy) | Numeric 10 | Required | Report | V/E/U |
| Time of Escape | Time when escape occurred (0000) | Numeric 4 | Optional | | V/E/U |
| Youth First Name | Self-explanatory | Alpha 20 | Required | Report | V |
| Youth Middle Name | Self-explanatory | Alpha 20 | Required | | V |
| Youth Last Name | Self-explanatory | Alpha 20 | Required | Report | V |
| Youth JJIS Number | Youth identifying number | Alphanumeric 12 | Required | Report | V |
| Youth Photograph | Photograph of youth, emphasis on face | | Optional | | V |
| Facility with custody prior to escape | Facility that has custody of youth at time of escape | Alpha 50 | Required | Report | V |
| Circumstances of escape | Information about situation leading to escape | Alpha 30 from a list of items with pick arrow (Court, Medical Appointment, Home Visit, Field Trip, Work Assignment, Hospital Stay, Campus, Education, Other) | Optional | | V/E/U |
| First name of law enforcement agent contacted | First name of person at law enforcement agency that is contacted | Alpha 20 | Optional | | V/E/U |
| Last name of law enforcement | Last name of person at law enforcement agency that is contacted | Alpha 20 | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|---|--------------------|---------------------------------------|-------------|--|
| agency contacted | | | | | |
| Date of contact | Date when law enforcement agency is contacted (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| Time of contact | Time when law enforcement agency is contacted (0000-2359) | Numeric 4 | Optional | | V/E/U |
| First name of person making contact | First name of facility person contacting the law enforcement agency to notify them of escape | Alpha 20 | Optional | | V/E/U |
| Last name of person making contact | Last name of facility person contacting the law enforcement agency to notify them of escape | Alpha 20 | Optional | | V/E/U |
| Additional information | Remarks and comments about the contact with the law enforcement agency | Alpha 250 | Optional | | V/E/U (may be V only based on SWSS content |
| Offense code for youth's highest adjudicated offense | DHS Three digit offense code | Alphanumeric 10 | Optional | | V/E/U |
| Offense code for youth's highest adjudicated offense | DHS Three digit offense code descriptive title | Alpha 50 | Optional | | V/E/U |
| Offense code for youth's highest adjudicated offense | PAAC/PAAM Numeric Offense Code | Alphanumeric 10 | Optional | | V/E/U |
| Offense code for youth's highest adjudicated offense | PAAC/PAAM offense code descriptive title | Alpha 50 | Optional | | V/E/U |
| Physical Description Date of Birth | Date when youth born (mm/dd/yyyy) | Numeric 10 | Optional, Child Module | | V |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|--|------------------|---------------------------------------|--------------|--------------------------------------|
| Physical Description City of Birth | City where youth born | Alpha 20 | Optional, Child Module | | V/E/U |
| Physical Description State of Birth | State where youth born | Alpha 20 | Optional, Child Module | | V/E/U |
| Physical Description County of Birth | County where youth born | Alpha 20 | Optional, Child Module | | V/E/U |
| Physical Description SSN | Social Security Number from Child Module YYY-YY- YYYY | Alpha 12 | Optional, Child Module | | V |
| Physical Description Height | Height of youth in feet and inches | Alpha 5 | Optional, Child Module | | V |
| Physical Description Weight | Weight of youth in pounds | Alpha 3 | Optional, Child Module | | V |
| Physical Description Sex | Male or Female | Menu, Alpha 6 | Optional, Child Module | | V |
| Physical Description Race | Menu of Terms | Menu | Optional, Child Module | | V |
| Physical Description Hair Color | Menu of Terms | Menu | Optional, Child Module | | V |
| Physical Description Eye Color | Menu of Terms | Menu | Optional, Child Module | | V |
| Physical Description Clothing description at time of escape | | Alpha 250 | Optional | | V |
| Notifications to Parent/Guardian | Items below for each person | | | | V |
| First Name (each | First name of person to be contacted | Alpha 20 | Optional | To summation | V |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|-----------------------------|--|------------------|---------------------------------------|--------------|--------------------------------------|
| contact) | | | | | |
| Last Name (each contact) | Last name of person to be contacted | Alpha 20 | Optional | To summation | V |
| Relationship (each contact) | Menu)*(Adopted Child=AC, Adoptive Parent=AP, Adoptive Sibling=AS, Attorney for Mother=AM, Attorney for Father=AF, Attorney for Client=AFC, Assailant=AT, BP=Biological Parent (BM or BF, BS=Son, Brother=BB, Cousin (female)=BCF, Cousin (male)=BCM, CL=Client, CLE=Clergy, CM=Case Manager, CN=Counselor, DP=Deceased Parent, FC=Foster Child, FP=Foster Parent, FrA=Friend-Adult, FrC=Friend-Child, FS=Facility Staff, GC=Grandchild, GP=Grandparent, HS=Half sibling, IW=Intake Worker, JC=Judge for client, LG=Legal Guardian, NE=Niece, NN=Nephew, Other=57, PA=Prosecuting Attorney, PAR=Parishioner, PAT=Patient, PO=Probation Officer, PRO=Provider, SB=Sister, SC=Stepchild, SP=Step parent, SS=Step Sibling, Sel=Self, STU=Student, SUR=Surrogate, TEA=Teacher, TH=Therapist, U=Uncle, Vic=Victim | Alpha 10 | From Child Module | | V |
| Parent (each | Indicate if parent Yes/No | Alpha 3 | From Child | | V |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|--|--------------------|---------------------------------------|-------------|--------------------------------------|
| contact) | | | Module | | |
| Legal Guardian (each contact) | Indicate if legal guardian Yes/No | Alpha 3 | From Child Module | | V |
| Parental Rights Terminated (each contact) | Indicate if parental rights are terminated Yes/No | Alpha 3 | Optional | | V |
| Emergency Contact (each contact) | Indicate if person to be contacted in emergency Yes/No | Alpha 3 | Optional | | V |
| Contact Phone Number (Home)(each contact) | (555) 123-4567 | Alpha 12 | Optional | | V |
| Contact Phone Number (Work)(each contact) | (555) 123-4567 | Alpha 12 | Optional | | V |
| Contact Phone Number (Cell)(each contact) | (555) 123-4567 | Alpha 12 | Optional | | V |
| Address(each contact) | Where the contact lives, street number, city, state, zip | Alphanumeric 50 | Optional. From Child Module | | V |
| City of Youth Residence Police Department Name | Name of police department in youth's home town | Alphanumeric 50 | Optional | | V |
| Name of Admitting Police Department | Name of police department | Alphanumeric 50 | Conditional if youth admitted | | V/E/U |
| Other email notifications | Checkbox if there are email notifications | Yes/No | Conditional | | |
| Other email notifications | Up to four emails used to notify addressees of youth escape | Alphanumeric 20 | Optional | | V/E/U |
| Date Apprehended | Date when youth is picked up or returns to facility or law enforcement mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| | | | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|--|-------------------------------|--|-------------|--------------------------------------|
| | | | | | |
| City of Apprehension | City where the youth is picked up or turns himself/herself in | Alpha 20 | If date apprehended filled in | | V/E/U |
| State of Apprehension | State where the youth is picked up or turns himself/herself in | Alpha 20 | Required if city of apprehension filled in | | V/E/U |
| Other remarks for location of apprehension | Other remarks pertinent to location | Alpha 20 | Optional | | V/E/U |
| Youth returned to | The nature of the place that the youth is returned to (List composed of Original Facility, Jail, New Facility, Parent/Guardian Home, Detention Facility, Hospital, Medical Facility, Other Private Residence, Other) | Alpha 20/List with pick arrow | Optional | | V/E/U |
| Youth returned by first name | First name of person who brings youth back | Alpha 20 | Optional | | V/E/U |
| Youth returned by last name | Last name of person who brings youth back | Alpha 20 | Optional | | V/E/U |
| Youth returned by title | Title of person who brings youth back | Alpha 20 | Optional | | V/E/U |
| Youth returned by organization | Parent organization of person who brings youth back | Alpha 20 | Optional | | V/E/U |
| Date returned | Date youth returned organization from which he/she escaped (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| Time returned | Time youth returned (0000) | Numeric 4 | Optional | | V/E/U |
| Remarks on return | Comments when youth returns from being apprehended | Alpha 250 | Optional | | V/E/U |
| WEB Warrant Enforcement Bureau Wayne County Only | | | | | V/E/U |
| WEB Notice Youth First Name | Self-explanatory | Alpha 20 | Required | | V |
| WEB Notice Youth | Self-explanatory | Alpha 20 | Required | | V |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|--|------------------|---------------------------------------|-------------|--------------------------------------|
| Last Name | | | | | |
| WEB Notice Youth JJOLT ID Number | FAM Care Identifying Number of Youth | Numeric 10 | Required | | V |
| WEB Notice File Number | File Number | Numeric 10 | Required | | V/E/U |
| WEB Notice Care Management Organization (CMO) | Name of CMO | Alpha 30 | Optional | | V/E/U |
| WEB Notice Notification Type | List composed of: Arrested, Death, Escape, Furlough, Warrant for Employee | Alpha 20 | Required | | V/E/U |
| Web Notice Notification Type Escape-Time of Escape | Time of escape (0000) | Numeric 4 | Required | | V/E/U |
| Web Notice Notification Type Escape-Date of Escape | Date of escape (mm/dd/yyyy) | Numeric 10 | Required | | V/E/U |
| Web Notice Notification Type Escape-Juvenile Arrested Checkbox | Was juvenile arrested incident to escape (Yes/No)? | Alpha 3 | Conditional depending on arrest | | V/E/U |
| Web Notice Notification Type Escape-Juvenile Arrested Date | Date juvenile is arrested (mm/dd/yyyy) | Numeric 10 | Conditional depending on arrest | | V/E/U |
| Web Notice Notification Type Escape-Juvenile Arrested Current Location | When juvenile is arrested is located | Alpha 50 | Conditional depending on arrest | | V/E/U |
| | Juvenile went back to previous placement | Yes/No | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|--|------------------|---------------------------------------|-------------|--------------------------------------|
| Web Notice Notification Type Escape-Juvenile Returned to Placement Checkbox | | | | | |
| Web Notice Notification Type Escape-Juvenile Returned to Placement Date | Date juvenile returned to placement (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| WEB Notification Type Arrest- Current Youth Location | Location of the arrested youth | Alpha 50 | Optional | | V/E/U |
| WEB Notification Type Arrest- Address of Current Youth Location | Address of where the arrested youth is | Alpha 50 | Optional | | V/E/U |
| WEB Notification Type Arrest-As of Date | Date of arrest (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| WEB Notification Type Arrest-As of Time | Time of arrest (0000) | Numeric 4 | Optional | | V/E/U |
| WEB Notification Type Arrest-Click Here to Add New Charge | Allows user to click and select from table to add new charge | See table | Optional based on new charge | | V/E/U |
| WEB Notification Type Arrest- Summation | Summation for offense information | | | | V/E/U |
| WEB Notification | | | | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|--|------------------|---------------------------------------|-------------|--------------------------------------|
| Warrant for Employee | | | | | |
| WEB Notification Warrant for Employee-Agency Name | Self-explanatory | Alpha 30 | Optional | | V/E/U |
| WEB Notification Warrant for Employee-Agency Address | Self-explanatory | Alpha 50 | Optional | | V/E/U |
| WEB Notification Warrant for Employee-Employee Name | Self-explanatory | Alpha 30 | Optional | | V/E/U |
| WEB Notification Warrant for Employee-Employee Position | Self-explanatory | Alpha 30 | Optional | | V/E/U |
| WEB Notification Warrant for Employee-Warrant Date | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| WEB Notification Warrant for Employee-Employee Charge | Self-explanatory | Alphanumeric 50 | Optional | | V/E/U |
| WEB Notification Furlough-Temporary Custodian | Name of person with youth custody on furlough | Alpha 30 | Optional | | V/E/U |
| WEB Notification Furlough-Relationship | Relationship of person with custody to youth List composed of: Adopted Child=AC, Adoptive Parent= AP, Adoptive Sibling=AS, Attorney for | Alpha 20 | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|--|------------------|---------------------------------------|-------------|--------------------------------------|
| | Mother=AM, Attorney for Father=AF, Attorney for Client=AFC, Assailant=AT, BP=Biological Parent (BM or BF, BS=Son, Brother=BB, Cousin (female)=BCF, Cousin (male)=BCM, CL=Client, CLE=Clergy, CM=Case Manager, CN=Counselor, DP=Deceased Parent, FC=Foster Child, FP=Foster Parent, FrA=Friend-Adult, FrC=Friend-Child, FS=Facility Staff, GC=Grandchild, GP=Grandparent, HS=Half sibling, IW=Intake Worker, JC=Judge for client, LG=Legal Guardian, NE=Niece, NN=Nephew, Other=57, PA=Prosecuting Attorney, PAR=Parishioner, PAT=Patient, PO=Probation Officer, PRO=Provider, SB=Sister, SC=Stepchild, SP=Step parent, SS=Step Sibling, Sel=Self, STU=Student, SUR=Surrogate, TEA=Teacher, TH=Therapist, U=Uncle, Vic=Victim | | | | |
| WEB Notification Furlough-Address of furlough | Where the youth is furloughed, Street name, number, city, state, zip code | Alpha 50 | Optional | | V/E/U |
| WEB Notification Furlough-Begin date | Date furlough starts (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|---|--------------------|---------------------------------------|-------------|--------------------------------------|
| WEB Notification Furlough-End date | Date furlough ends (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| WEB Notification Death-Date of Death | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| WEB Notification Death-Location of Death | Where the death of the youth occurred | Alpha 30 | Optional | | V/E/U |
| WEB Notification Death-Presumed Cause of Death | Death cause | Alpha 30 | Optional | | V/E/U |
| Unauthorized Leave Notification- Juvenile Name | Name of youth on unauthorized leave | Alpha 30 | Optional | | V/E/U |
| Unauthorized Leave Notification- Other identifying features (scars/tattoos) | Scars, tattoos, marks that would identify the youth on unauthorized leave | Alpha 30 | Optional | | V/E/U |
| Unauthorized Leave Notification- clothing etc | Clothing features that would identify the youth on unauthorized leave | Alpha 30 | Optional | | V/E/U |
| Unauthorized Leave Notification- Date of Birth/Age | Date of birth/age of youth on unauthorized leave | Alphanumeric 20 | Optional | | V/E/U |
| Unauthorized Leave Notification- Social Security Number | Social Security Number of youth on unauthorized leave (YYY-YY-YYYY) | Numeric 12 | Optional | | V/E/U |
| Unauthorized Leave Notification- Hair Color | | | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|---|------------------------------|---------------------------------------|-------------|--------------------------------------|
| Unauthorized Leave Notification- Eye Color | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Height | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Weight | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Race | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Sex | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Court Case # | | | Optional | | V/E/U |
| Unauthorized Leave Notification- Court ID# | | | Optional | | V/E/U |
| Unauthorized Leave Notification- CMO Number | | | Optional | | V/E/U |
| Unauthorized Leave Notification Risk Assessment A | Juvenile is a serious risk to the community, list serious offenses and dates, click to access court information | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification Risk Assessment A | Juvenile is a serious risk to the community, list serious offenses and dates, click to access court information | Click to select | | | |
| Unauthorized Leave Notification Risk Assessment A | Juvenile is a serious risk to the community, list serious offenses and dates, click to access court information | Link to court information | | | |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|--|------------------|---------------------------------------|-------------|--------------------------------------|
| Unauthorized Leave Notification Risk Assessment B | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Risk Assessment C | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Risk Assessment D | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Risk Assessment E | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Youth May Have Escapes to Parent's Home | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Youth May Have Escaped to Other | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification- Youth May Have Escaped to Explain | | Yes/No | Optional | | V/E/U |
| Unauthorized Leave Notification Contact Name | Name of contact person in event of unauthorized leave by youth (there may be multiple contacts)-allow up to 6 | Alpha 30 | Optional | | V/E/U |
| Unauthorized Leave Notification- Relationship | Relationship of contact person to youth who is in unauthorized leave status (for example, BF=Biological Father | Alpha 5 | Optional | | |
| Unauthorized Leave Notification- Telephone Home | Home phone (123) 456-7890 | Alpha 15 | Optional | | V |
| Unauthorized | Work phone (123-456-7890 | Alpha 15 | Optional | | V |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--|---|------------------|--|-------------|--------------------------------------|
| Leave Notification- Telephone Work | | | | | |
| Unauthorized Leave Notification- Telephone Other | Cell or other phone (123) 456-7890 | Alpha 15 | Optional | | V |
| Unauthorized Leave Notification- Address | | Alpha 50 | Optional | | V/E/U |
| Date notified of escape | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| Name of placement agency youth is missing from | | Alpha 30 | Optional | | V/E/U |
| Agency phone | (123) 455-7890 | Numeric 12 | Optional | | V/E/U |
| Placement agency worker's name | Self-explanatory | Alpha 30 | Optional | | V/E/U |
| Date Wayne County Department of Community Justice (DCJ) contacted | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| Time DCJ contacted | Time contact (0000)-24 hour clock | Numeric 4 | Optional | | V/E/U |
| Date Form mailed | Date the hard copy form mailed (mm/dd/yyyy) | Numeric 10 | Optional | | V/E/U |
| Steps taken by worker; events leading to escape status | Comments, explanation, and remarks | Alpha 250 | Optional | | V/E/U |
| Name of reporting person | Name of employee making this report | Alpha 30 | Conditional if DCJ contact date entered. | | V/E/U |
| Last ongoing actions to locate | Most recent actions and efforts to locate missing youth | Alpha 250 | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|-----------------------------|------------------|---------------------------------------|-------------|--------------------------------------|
| youth and events that led to escape status (completed by Care Management Organization (CMO) worker) | | | | | |
| (CMO Worker Section) CMO Worker Name | | Alpha 30 | Optional | | V/E/U |
| (CMO Worker Section) CMO Worker Phone | (123) 456-7890 | Numeric 12 | Optional | | V/E/U |
| (CMO Worker Section)-Name of law enforcement agency notified | | Alpha 30 | Optional | | V/E/U |
| (CMO Worker Section)-Date law enforcement agency notified | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| (CMO Worker Section)-Time law enforcement agency notified | (0000) 24 hour clock | Numeric 4 | Optional | | V/E/U |
| (CMO Worker Section)-Police missing number | Police-unique number | Numeric 12 | Optional | | V/E/U |
| (CMO Worker Section)-Ward entered on LEIN | Answer to question (Yes/No) | Alpha 5 | Optional | | V/E/U |
| (CMO Worker Section)-Police teletype number | | Numeric 12 | Optional | | V/E/U |
| (CMO Worker | 8100 or 0029 | Numeric 4 | Optional | | V/E/U |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|---|---|--------------------|---------------------------------------|-------------|--------------------------------------|
| Section)-LEIN Code | | | | | |
| (CMO Worker Section)-All involved parties notified that youth was found | Answer to question (Yes/No) | | Optional | | V/E/U |
| (CMO Worker Section)- Apprehension Date | Mm/dd/yyyy | Numeric 10 | Optional | | V/E/U |
| (CMO Worker Section)-Current Placement | Name of facility where youth is placed | Alpha 30 | Optional | | V/E/U |
| Signature for the form | Electronic signature | Alpha 5 | Conditional | | V/E/U |
| Victim notification required | Check if notification of victim is required | Checkbox | Optional | | V/E/U |
| Victim notification complete | Check if notification is complete | Checkbox | Optional | | V/E/U |
| Special instructions for LEIN entry | Remarks, comments | Alpha 250 | Optional | | V/E/U |
| Case manager staff code | Facility specified code | Alphanumeric 12 | Optional | | V/E/U |
| WEB Notification Information | Comments, remarks | Alpha 250 | Optional | | |
| Signature for the form | Electronic signature | Alpha 5 | Conditional | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| ELEMENT NAME | DESCRIPTION | TYPE - & SIZE | REQUIRED/ OPTIONAL/ CONDITIONAL | Out put to: | View/ Enter/ Update/ Delete |
|--------------|-------------|------------------|---------------------------------------|-------------|--------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

7 HELP MESSAGES

7.1 Section/Module-level Help(*screen error messages*)

7.2 Context-Sensitive Help(*Detail help*)

7.3 Field-Level Help

| Field | Message |
|-------|---------|
|-------|---------|

8 MODULE DEPENDENCIES

What data must be entered in other modules before this module can be used?

- Child Module:
 - Name
 - Date of Birth
 - Gender
- Placement Module:
 - Date/Time of Admission
 - Provider Placement (need to add wing, hall, building, pod, room location)

What changes in data within other modules affect this module?

- Insurance information Third Party Codes, if any

9 SCENARIOS

10 TEST PLANS

11 SOURCE MATERIAL

12 OUTSTANDING ISSUES

Changes to be added to SWSS Modules to support Medical Module

1. Placement module in SWSS needs to have room, pod, hall, wing or building/cottage added to the provider placement so that exact placement for each youth is tracked
- 2.

Attachment A: